What This Course Is About

This course is about budgets and how they are used and viewed in AASIS.

The primary focus of this course is the AASIS Funds Management Module.

What You Will Learn from this Course

- This course gives you a broad overview of the budget process.

- It helps you understand how budget and funds management fit into Arkansas governmental accounting.

- It prepares you to park budget transactions.

- It teaches you about the reporting tools available in AASIS and how to use them to locate data associated with budgets and funds management.

Who Should Attend this Course

The target audience is AASIS users who enter or change budgets. Managers and budget report users can also benefit from this course.

Funds Management

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Funds Management

Chapter 1
The Budget Process

In chapter one, users will learn about the budgeting process.

What is Funds Management?

Funds Management is the AASIS module that helps us keep up with our budgets and expenditures. The "Original Budgets" in FM are derived from each agency's appropriation act. The availability control in Funds Management will not allow an agency to overcommit their appropriation by line item category.

The Biennial Budget Cycle

The budgets are prepared on a two-year cycle that corresponds to the biennial legislative sessions. The legislature approves the budgets for at two year period by passing appropriation bills, which become laws after they are signed by the Governor (or go through due process if the Governor doesn't sign them).

- **The Base**

The biennial cycle begins in the spring of each even year prior to the next legislative session. Example: For the 2007-09 legislative session, agencies will begin preparing their budget requests in May, 2006.

The first step is a "snapshot" of personnel extract from AASIS by the AASIS Support Center staff for DFA Office of Budget and DFA Office of Personnel Management. This "snapshot" captures position data as they are paid and funded at a particular point in time.

Example: In March of 2006, Agency A has three positions funded by two funds. Position #1 is funded by cash/paying funds and positions #2 and #3 are funded by state funds. Position #1 is a grade 15 position held by a state employee earning $34,875. Position #2 is a grade 25 position held by a state employee earning $74,785. Position #3 is a vacant grade 21 position. The two filled positions will be captured at actual earnings, while the vacant position will be captured at entry level for the position's grade, in this case $30,426.

The position data from AASIS is loaded into Arkansas Planning Budgeting and Administrative System (PBAS) where DFA Office of Budget staff applies the expected cost of living increases.

Example: Assume that the expected cost of living increase for FY 2008 and FY 2009 is 3% for all positions. The position budget for Agency A would be calculated as follows:

Pos.#1: $34,875 x 1.03 = $35,921 for FY08 $35,921 x 1.03= $36,998 for FY09

Pos.#2: $74,785 x 1.03 = $79,339 for FY08 $79,339 x 1.03=$79,339 for FY09

Pos.#3: $30,426 x 1.03 = $31,339 for Fy08 $31,339 x 1.03= $32,379 for FY09

These calculations yield the base level salary budget for the agency for each year of the upcoming biennium. The salaries are represented by appropriation character 00, which is converted to the AASIS system as commitment item 501:00:00.

Example: Agency A's salary budget is as follows:

Cash/Paying fund: $35,921 for FY08 and $36,998 for FY09

State fund: $108,367 for FY08 and $111,618 for FY09

The expected COLA is not applied to the agency's extra help positions or overtime.

Example: Agency A has $50,000 budgeted in its cash fund for 10 extra help positions in FY 06. This will stay at the $50,000 base level for both FY08 and FY09.

After calculating the base level budgets for positions, DFA Office of Budget next calculates the personal services matching base level amounts, using a percentage of the new personal services amounts. The matching amounts include FICA, retirement, health insurance, workers compensation and unemployment rates for each agency. These amounts make up the character 03 appropriation, which converts in AASIS to commitment item 501:00:03.

Non personnel base level amounts are derived from the agency's annual operations plan completed for the second year of the current biennium. The capital outlay base level is adjusted to reflect only lease payments.

Example: Agency A has a 2007 budget of $40,000 for maintenance and operations and $80,000 for equipment (none of it lease payments) in its cash fund. The base amounts for the new biennium are $40,000 in both FY08 and FY09 for maintenance and operations, and $0 in both FY08 and FY09 for equipment.

- **Agency Changes**

DFA Office of Budget enters the base budget into PBAS, where it becomes accessible to the agencies to enter additional requests and/or deletions. The agencies enter their requests as change levels in PBAS.

Example: Agency A adds a change level to the budget to restore the $80,000 equipment cash fund appropriation for FY08 and FY09.

- **Executive Approval**

Using PBAS, the agencies submit their requests to DFA Office of Budget, which presents them to the Executive Budget Team for review and recommendation. When requesting budget, the agency director must certify in writing that the agency will have funding to cover the outlays. The executive recommendations are presented to the Arkansas Legislative Council (ALC) in

the fall of the even year. The agency request and executive recommendation are compiled in budget manuals and presented to the ALC.

Example: After review by the Executive Budget Team, Agency A equipment request is decreased from $80,000 to $50,000 for each FY of the biennium.

- **Arkansas Legislative Council (ALC)**

The Arkansas Legislative Council Committee of the state legislature holds budget hearings during the fall before the full legislature meets in January of the odd year of the biennium. Each agency director must present their budget before the ALC, which must approve the budget before it can be introduced as a bill.

Any revisions by the legislative committee are entered into PBAS, and used by the Bureau of Legislative Council staff to prepare appropriation and salary/position sections in the appropriation bills.

- **Legislation**

Bureau of Legislative Council staff assign the bill a house or senate bill number. All appropriation bills must be heard by the Joint Budget Committee (JBC) and receive a "do pass" recommendation. Each bill must be approved by both the Senate and House. Should any amendments be placed on the bill, it must return to JBC. JBC recommends "pass" or "do not pass" for the amendment and returns the bill to either the house or senate. If the amendment is adopted, the bill is "engrossed" (changed to reflect the amendment).

Once the bill passes both houses, it is reviewed by DFA Office of Budget and presented to the Governor for his signature. Once the bill has been signed by the Governor, the Secretary of State's Office is responsible for assigning the act number.

Example: Agency A's budget was introduced in the House of Representatives where it was amended to restore the full $80,000 in equipment budget. The amended bill went to JBC, where it received a do pass recommendation. The amended bill passed in both the house and the Senate. The Governor signed the Act, and the Secretary of State assigned it to Act #1210 of 2007, which takes effect on July 1, 2007.

- **Back to PBAS**

DFA Office of Budget makes any changes in the biennial PBAS system to reflect the line item amounts in the appropriation act. The data from the first year of the biennium is copied to the annual PBAS system and used by agencies to prepare their Annual Operations Plan. By July 1, the plan for the first year of the biennium will be loaded from PBAS into the controlling module of AASIS. Users can view this data (which is at a more detailed level than the line item budget) in the cost center reports.

Example: Agency A's director will be able to look at the controlling reports to see if the agency spent more money on educational supplies from state funds than had been planned for the period.

- **AASIS Funds Management**

Each fiscal year, line item amounts equal to the appropriation act are loaded from PBAS into AASIS by fund, funds center, commitment item and functional area. When processing transactions, AASIS looks at this information to see if budget is available. If budget is not available to cover the transaction, AASIS returns an error message.

Example: Agency A purchases $500 worth of office supplies using cost center 123456, which is linked to the state fund. Since there is enough appropriation in commitment item 502:00:02 for the fund and funds center in question, the transaction processes.

- **Changes in FM**

During the Fiscal Year, it may be necessary for the agency to make some changes to the budget in AASIS. If the agency has appropriation assigned to character 05 (construction commitment item 509:00:05), character 32 (major maintenance commitment item 512:00:32), or a miscellaneous commitment item (special line item), it will be necessary to move the appropriation to an "expensing" commitment item in order to spend it. This is done by parking a transfer at the agency and having it reviewed by DFA Office of Budget and posted by Office of Accounting.

Example: Agency A has $10,000 in character 32 appropriation to make roof repairs. The agency parks a budget transfer to move the appropriation to 502:00:02 so that the repairs can be paid for.

- **Changes in CO Planning**

When a budget change has been processed, agency personnel should also make the appropriate changes to the AOP that was loaded into the Controlling Module of AASIS. This will keep both the line item appropriation and the AOP in sync. This change is performed via transaction KP06.

- **Fiscal Year Transitions**

At the end of the first Fiscal Year, the budget for the second year of the biennium is loaded into the system. If the agency has construction, major maintenance, or miscellaneous commitment items for the new fiscal year, they must be transferred into an "expensing" commitment item.

After the final fiscal year of the biennium has been loaded and adjusted, the process starts all over again for the next biennium.

Funds Management

Chapter 2
The Budget Structure

The Budget Quad

AASIS controls and records accounting events by fund and sub fund. It controls appropriation by fund/sub fund, funds center, commitment item, and functional area. These four data elements are sometimes referred to as the Budget Quad. Chapter two will focus on the Budget Quad.

- **The Fund**

The funds are various pots of money used in state government. All funds with the same first three characters are part of the same legal fund.

Example: BAA is a legal fund. BAA0100 is a sub fund of BAA.

While most funds are budgeted, this is not always the case. Some agencies have DFA approved unappropriated cash funds which are not subject to budget check, but have records in AASIS. These funds are designated as UCF on the Budget Profile Fund field in their master data in AASIS.

- **Sub Funds**

Sub funds are a DFA authorized division of the legal fund. AASIS requires budget and cash in the sub fund (not just the fund) to process a transaction. In addition, each sub fund is recognized by the State Treasurer's Office for processing.

- **Viewing Your Agency's Funds and Sub funds in AASIS**

To view your agency's funds and sub funds in AASIS, use transaction S_KI4_38000039. The menu path is:

Accounting> Financial Accounting> Funds Management> Information System> Master Data Indexes> Fund> Alphabetical List

Enter ARK in the FM area field and click the Execute button.

The report will list all of the state's funds. It will be necessary to filter the report to show only the funds assigned to your agency. Click the filter button.

Select Customer for Fund from the Column set list and use the left facing arrow button "add filter criterion" to move it to the Filter Criteria list.

The filter criterion is set. Click the green check to continue.

The customer for fund is the agency's vendor number. The number for your agency will be 998 followed by your business area number followed by two zeros.   For example, the customer for fund for business area 0500 is 998050000. After entering the number, click the green check to continue.

The report displays the funds for only the business area selected.

- **Funds Centers**

The funds center is the appropriation code from the agency's appropriation act.

- **Sub Funds Centers**

Some agencies have special line items in their appropriation acts, which are known as miscellaneous commitment items. These miscellaneous commitment items do not have GL codes established for them. The budget in these special line items must be moved to another commitment item in order to be spent. The sub funds centers are used to maintain budget control and keep track of these special line items per legislative requirements.

Example: Department of Workforce Education has a special line item in appropriation code 640 which designates appropriation for an apprenticeship program. The sub funds center code for this appropriation is 640A.

Appropriation for construction or major maintenance (characters 05 and 32, a.k.a. commitment items 509:00:05 and 512:00:32) must also be moved to spendable commitment items. Sub funds centers are also used to track these items, usually with the designation "C" after the funds center.

Example: Department of Parks and Tourism has character 05 and character 32 in appropriation 500. They moved this appropriation to commitment items 502:00:02, 506:00:10, and 512:00:11 in sub funds center 500C.

- **Viewing Your Agency's Funds Centers and Sub Funds Centers**

Funds Center Hierarchy (ZM_FM2G)

There is no menu path. Type the transaction code in the command field.

Selecting the Report

FM area ARK should default. Enter the current fiscal year, current biennial variant (A6B for 2006) and the funds center that you wish to view. Press the Enter key.

Note: For current biennium there are two variants, AR6 and A6B. A6B includes only those funds centers applicable to the current biennium. AR6 includes current biennium plus prior biennium funds centers for reversal, outlawed warrant and warrant cancellation purposes.
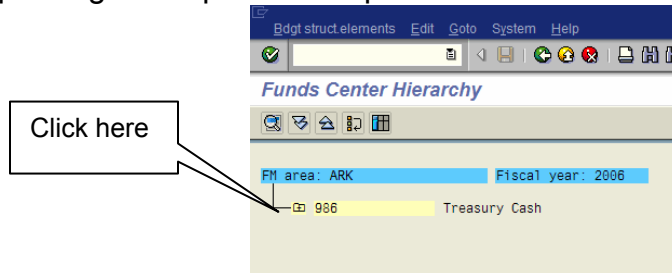
Viewing the Report

Click the plus sign to expand the report.

AASIS displays the hierarchy.
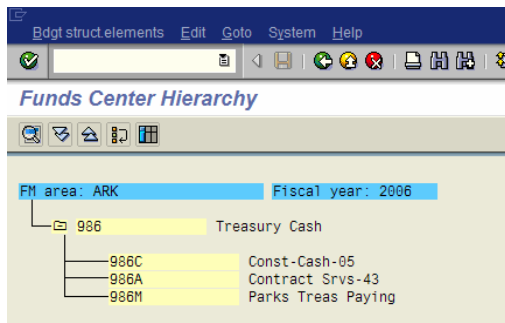
- **Commitment Items**

Commitment items describe in more detail what the appropriation can be spent on. The commitment item codes used for expense budgeting are:

501:00:00	Salaries
501:00:01	Extra Help
501:00:03	Personal Services Matching
501:00:06	Overtime
501:00:07	Supplemental Emergency Salaries
501:00:16	Uniform Allowances
502:00:02	Operating Expenses
505:00:08	Travel Allowance for State Employees (Salary Allowance)
505:00:09	Conference Travel Allowance
506:00:10	Professional Fees and Services
509:00:12	Data Processing
509:00:17	Resale (Cost of Goods Sold)
509:00:28	Promotional Items
510:00:04	Grants and Aid
510:00:23	Retirement and Unemployment Benefits
510:00:30	Scholarships
511:00:14	Refunds/Reimbursements
511:00:15	Claims
511:00:20	Refunds Investments Fund Transfers
512:00:11	Capital Outlay
512:00:13	Investments
512:00:19	Debt Principal
512:00:29	Loans
512:00:32	Special Maintenance
590:00:25	M & R Proceeds

These commitment item codes are non-statistical and budget relevant, meaning that they hit budget and use appropriation. Commitment Item codes can also be statistical or non-budget relevant.

Statistical commitment items post in FM but do not check for appropriation.

Example: Depreciation

Non-budget relevant commitment items never consume budget.

Example: Cash

o **Viewing Commitment Items**

Use transaction code S_KI4_38000036 to get a list of commitment items and their assigned GL codes. The menu path is:

Accounting> Financial Accounting> Funds Management> Information System> Master Data Indexes> Commitment Item> Assign to GL Accounts and Other Postings

Enter a GL account in the Report Objects section to find out what commitment item it is assigned to.

Enter a commitment item in the Selection parameters section to get a list of the GL codes assigned to it.

A star in the Tx box indicates the GL Account is tax relevant.

A star in the Stat CI box indicates that the commitment item is statistical.

- **Functional Area**

Functional area is the fourth checkpoint in the Budget Quad. This refers to the purpose or function of the budget being used. The functional area is automatically associated with each agency in AASIS via master data. The functional areas are:

ADMN	Financial, Administrative, and /Internal Services
CCOL	Community Colleges
CNST	Constitutional/ Judicial
COMM	Commerce Promotion & Regulation.
EDUC	Education
HHS	Health & Human Services
PROF	Professional Boards and Commissions
REC	Recreational & Humanities
RETR	Government Retirement Systems
SFTY	Public Safety/ Corrections
TCOL	Technical Colleges
TRAN	Highway/ Transportation
UNIV	Universities
VTECH	Vocational Technical Institutes

FM Master Data Assignments

A fund/funds center combination is assigned to each cost center and non-statistical WBS element. The cost center or non-statistical WBS element on a transaction tells AASIS the fund and funds center from which to take funding and consume budget. Agencies can request new fund/funds center assignments for cost centers and WBS elements by contacting DFA-Office of Budget.

Exercise:

This is an excerpt from Act 2103—An Act for the Department of Parks and Tourism Appropriation for the 2005-2007 Biennium:

SECTION 9. APPROPRIATION - KEEP ARKANSAS BEAUTIFUL - CONSERVATION TAX. There is hereby appropriated, to the Department of Parks and Tourism, to be payable from the Keep Arkansas Beautiful Fund Account, from proceeds derived from the Conservation Tax levied by Amendment 75 of the Constitution of the State of Arkansas, for personal services and operating expenses of the Department of Parks and Tourism - Keep Arkansas Beautiful for the biennial period ending June 30, 2007, the following:

ITEM	FISCAL YEARS	
NO.	2005-2006	2006-2007
(01) REGULAR SALARIES	$ 91,650	$94,398
(02) EXTRA HELP	2,500	2,500
(03) PERSONAL SERVICES MATCHING	32,709	33,336
(04) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	80,210	80,210
(B) CONF. & TRAVEL	1,500	1,500
(C) PROF. FEES	25,200	25,200
(D) CAP. OUTLAY	25,000	0
(E) DATA PROC.	0	0
(05) KAB GRANTS	10,000	10,000

Other information:

- The Department of Parks and Tourism Functional Area is REC.
- The Conservation Tax Fund is SPT0100.
- The Appropriation Code is 500.

Create the Budget Quad for each line item in the act excerpt.

Act Line Item	Fund	Funds Center	Commitment Item	Functional Area
01 Regular Salaries				
02 Extra Help				
03 PS Matching				
04A Oper. Expense				
04B Conf. Travel				
04C Prof. Fees				
04D Cap Outlay				
04E Data Proc				
05 KAB Grants				
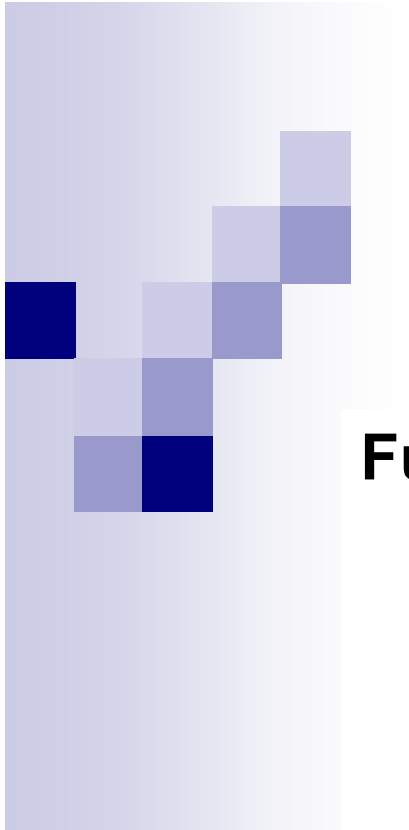
Funds Management

Chapter 3
Changing Budgets

Budget changes may occur during the course of government operations. These changes will make it necessary to update the budgets in AASIS via budget blocks and adjustments.

Budget Blocks

Budget blocks are deferments of appropriation. For example, if an agency's certification of income is less than the total appropriation, the excess appropriation will be blocked to prevent deficit spending.
Some payments are processed by fund transfers, which do not take appropriation (example: claims). It may be necessary to block appropriation in the amount of the fund transfers.
Budget blocks are entered by DFA without being parked by the agency.

Viewing a Blocking Document

You can display a Blocking Document in transaction FMW3. The menu path is: Accounting> Financial Accounting> Funds Management> Posting> Earmarked Funds> Funds Block> Display

1. Click the match code to search for the document number.
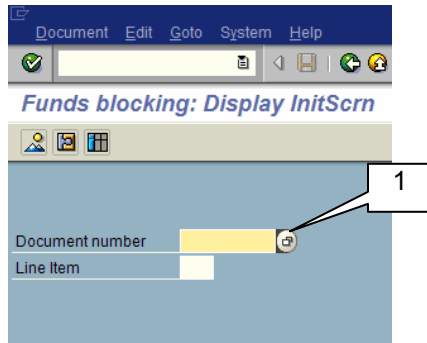
2. Select the "Search Using FM Account Assignment" tab.

3. Enter the Fund, Funds Center, and Commitment Item.

4. Click the green check to search.
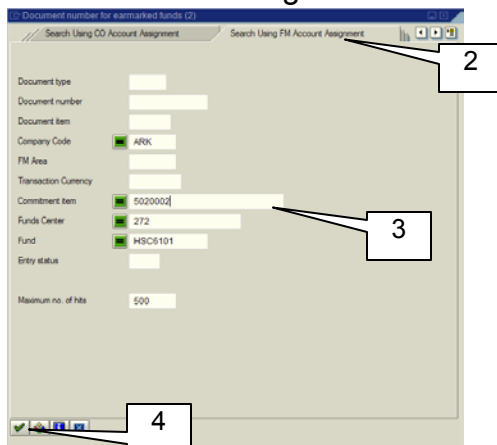
5. Double-click to select the desired document from the list.

6. Click the "fast data entry" button (mountain).

7. The Blocking document is displayed. For more detail, click the Detail Line item button.

The detail document is displayed.

Budget Adjustments

An agency may need a budget adjustment for a number of reasons. Some of these reasons are:

1. Budget classification transfers (BCT)—Moving budget from one commitment item to another.
2. Miscellaneous federal grants (MFG)—Agencies may receive additional appropriation in order to spend federal funding.
3. Cash increase requests—Agencies with additional cash funds may request appropriation.
4. Supplemental salaries—With approval, agencies may move appropriation from maintenance or professional fees to extra salary and benefits commitment items.
5. Personnel holding accounts—Agencies may receive additional funding and budget in salaries and matching for merit increase.
6. Marketing and redistribution proceeds—When sales are made through M&R, the agency will receive the funds and appropriation to spend them in character 25. The agency may then move the character 25 budget to a sub-funds center with a spendable commitment item.
7. Appropriation transfers due to special language or otherwise specified by law—Agencies may have special line items or construction or major maintenance in their appropriation acts. The budget for these items is moved from the funds center and miscellaneous commitment item to a sub-funds center and spendable commitment item.

Adjustments Parked by the Agency

Budget transfers in item 7 (due to special language or otherwise specified by law): These budgets are initially loaded into AASIS by DFA Office of Budget with a miscellaneous commitment item or commitment item 512:00:32 (Major Maintenance or commitment item 509:00:05 (construction). The agency moves the budget to a sub funds center in a spendable commitment item by entering a parked document. The parked document is then reviewed by DFA Office of Budget and posted by DFA Office of Accounting..
Budget transfers from item 6 (M&R proceeds): When receiving M&R proceeds, an agency also receives appropriation in the same amount. These items are initially processed by DFA Office of Accounting into commitment item 590:00:25. The agency moves the appropriation out of commitment item 590:00:25 to a sub funds center with a spendable commitment item by entering a parked document. DFA Office of Budget reviews the document and DFA Office of Accounting posts it.

Adjustments Entered by DFA

Items 1 through 5 on the above list are processed by DFA. Most budget adjustments follow this process: The agency submits a form or letter to DFA. The requests are presented to the PEER committee, if required. If PEER

committee approves the request, it is parked by DFA Office of Budget and posted by Office of Accounting. If PEER committee approval is not required, the Chief Fiscal Officer reviews and approves the request. The agency receives a Chief Fiscal Officer letter notifying the agency of the approval and transfer. The agency will be able to view the budget change in the AASIS budget reports.
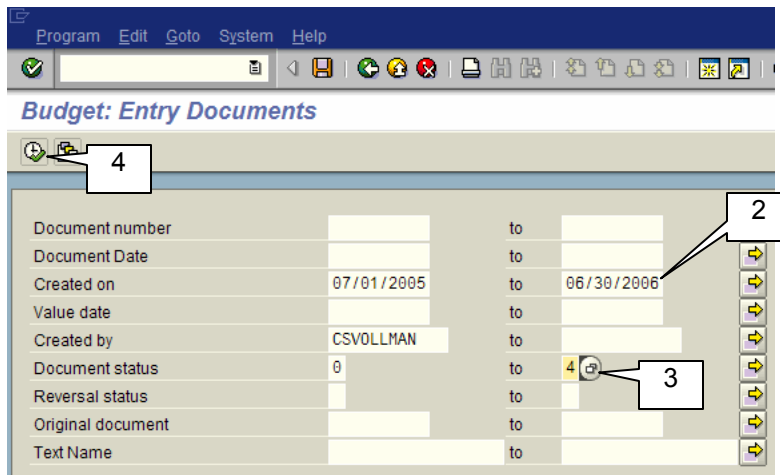
Viewing the Budget Entry Document
To view the budget entry document, use transaction FR60. The menu path is: Accounting> Financial Accounting> Funds Management> Budgeting> Former Budgeting> Documents> Budget Entry Documents> Display

1. Enter the document number or click the match code to search for it.
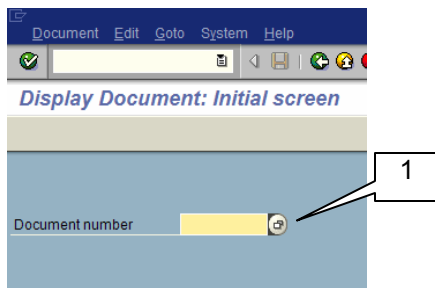
2. Make an entry in any field that will help you narrow down the document list—date range, created by, etc.
3. Enter 0 to 4 to include all document status selections.
4. Click the execute button.

5. The system will return a list of documents. Click a document number to select it.

6. Click the green check or press enter to display the document.

The budget document is displayed.

Viewing the Budget Structure

The Budget Structure determines the level at which the business process checks for availability control. You must make sure the correct budget structure is in place before parking a document. You can view the budget structure using transaction FM9L.

Example: Department of Parks and Tourism has a miscellaneous commitment item 590:00:44 in fund NPT0104/funds center 986 for state conservation grants. The agency wishes to move the budget from this commitment item to sub funds center 986A commitment item 510:00:04 Grants and Aids. Commitment items 510:00:04 and 590:00:44 must be enabled in the structure for sub funds center 986A to allow the transfer to occur.

Viewing the Budget Structure Demonstration

To view the structure, use transaction FM9L. The menu path is: Accounting> Financial Accounting> Funds Management> Master Data> Budget Structure> Former Budgeting> Display

1. Enter the current fiscal year in the Fiscal Year field.

2. Enter a fund in the Fund field.

3. Enter the funds center in the funds center field.

4. Press the Enter key.

5. The budget structure is displayed. Double click the first funds center to expand.

6. Note the plus signs next to some of the categories. This means that the category can be expanded. Click the categories with plus signs to fully expand the funds center.

7. When the funds center is fully expanded, check to see if it has checks in the budget object box for the desired commitment items.

8. A check should also appear in the box for the category that contains the commitment item.

9. Scroll down and expand the categories for the sub funds center and make sure the necessary boxes are checked.

Parking Budget Transfers

In this example, we will park a budget transfer to move budget from a miscellaneous commitment item in a funds center to a miscellaneous commitment item in a sub funds center. We will then park a transfer to move the budget to a spendable commitment item in the sub funds center.

You can park a budget transfer with transaction FR69. The menu path is:

Accounting> Financial Accounting> Funds Management> Budgeting> Former Budgeting> Transfer> Park

1. Enter the sender fund.

2. Enter the receiver fund (usually the same as the sender).

3. The sender year should default to the current year.

4. Enter the current fiscal year in the receiver year field.

5. Press the Enter key.

The park transfer entry screen will appear. There are radio buttons to select for the sender and receiver funds centers.

6. On the first line, be sure that the sender radio button is selected. Enter the funds center that you are transferring budget *from*.

7. In the commitment item column, enter the commitment item that you are transferring budget *from.*

8. Enter the functional area.

9. The DK column is for the distribution key. Enter the number 1 in this column to distribute budget equally for 12 periods.

10. Enter the amount of budget that you are transferring from this funds center/commitment item combination.

11. On the next line, select the radio button for receiver and enter the sub funds center. The information for the commitment item, functional area, distribution key and amount will be the same.

12. The next line entered will move the budget from the miscellaneous commitment item in the sub funds center. Select the sender radio button and enter the same information you entered in step 11.

13. The next line will put the budget into the spendable commitment item in the sub funds center. Select the receiver radio button and enter the sub funds center. Enter the desired commitment item, functional area, distribution key, and amount. You can add additional lines if the budget will go to more than one commitment item.

Click the Save button. AASIS will return a parked document number.

Viewing Parked Budget Documents

You can view the parked budget document in transaction FR72. The menu path is:

Accounting> Financial Accounting> Funds Management> Budgeting> Former Budgeting> Documents> Parked Documents> Display

1. Click the match code to search for the documents.
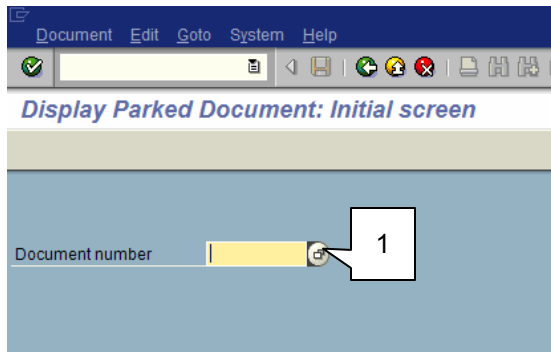
2. You can search by document number, date, user name, etc. Enter the desired search data and click the Execute button.
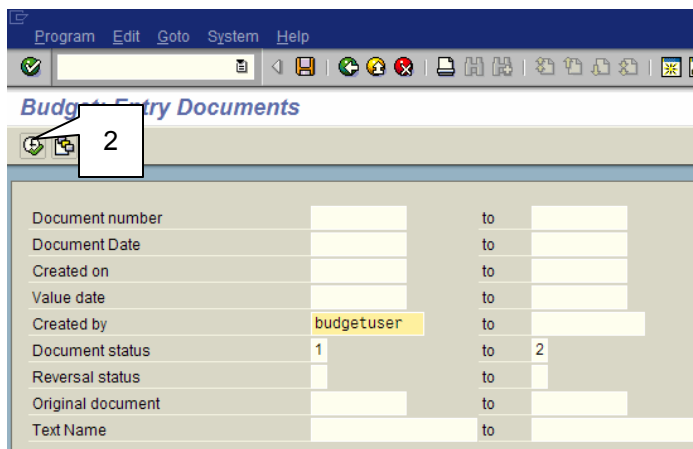
3. A list of documents will be displayed. Double-click an item from the list to select it.

Budget: Entry Documents

02/14/2006 13:18:55

Doc.no.	Doc. Date	Status	Rev.status	Orig. doc.	Created by	Created on	Val.date	Budget type text	Technology	Reason
561	02/14/2006	Not approved	Normal		BUDGETUSER	02/14/2006		Transfer Postings	Transfer posting	

4. The document number will be populated. Press enter to display the document.

5. The parked document is displayed.

Note that the parked document holds budget while it is parked.

Viewing the Budget Change

The DFA Office of Budget will review the parked document to determine if it is authorized by legislation or if peer review is needed. Once the document has been reviewed, it goes to DFA Office of Accounting for review and posting. Once the document has been posted, you can view the changed budget in the Actual Budget Report (Y_DEV_80000046).

Before Budget Change

Execute Available Budget: Overview

FM acct asst Displayed in	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	0.00	0.00	0	0.00
ARK /NPT0104 /986 /EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
ARK /NPT0104 /986 /SALARYRELATED	277,775.00	0.00	0	277,775.00
ARK /NPT0104 /986 /OTHEREXPENDITURES	750,000.00	0.00	0	750,000.00
ARK /NPT0104 /986 /MISCELLANEOUS	250,000.00	0.00	0	250,000.00
ARK /NPT0104 /986 /590:00:44	100,000.00	0.00	0	100,000.00
ARK /NPT0104 /986 /590:00:46	150,000.00	0.00	0	150,000.00
ARK /NPT0104 /986 /MAINT-OPERATIONS	171,110.00	0.00	0	171,110.00
ARK /NPT0104 /986 /502:00:02	55,555.00	0.00	0	55,555.00
ARK /NPT0104 /986 /505:00:09	60,000.00	0.00	0	60,000.00
ARK /NPT0104 /986 /506:00:10	55,555.00	0.00	0	55,555.00
Total	1,448,885.00	0.00	0	1,448,885.00

After Budget Change

Execute Available Budget: Overview

FM acct asst Displayed in	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
ARK /NPT0104 /986 /EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
ARK /NPT0104 /986 /SALARYRELATED	277,775.00	0.00	0	277,775.00
ARK /NPT0104 /986 /OTHEREXPENDITURES	750,000.00	0.00	0	750,000.00
ARK /NPT0104 /986 /MISCELLANEOUS	250,000.00	0.00	100,000	150,000.00
ARK /NPT0104 /986 /590:00:44	100,000.00	0.00	100,000	0.00
ARK /NPT0104 /986 /590:00:46	150,000.00	0.00	0	150,000.00
ARK /NPT0104 /986A /MISCELLANEOUS	0.00	0.00	0	0.00
ARK /NPT0104 /986A /590:00:44	0.00	0.00	0	0.00
ARK /NPT0104 /986 /MAINT-OPERATIONS	171,110.00	0.00	100,000-	271,110.00
ARK /NPT0104 /986 /502:00:02	55,555.00	0.00	0	55,555.00
ARK /NPT0104 /986 /505:00:09	60,000.00	0.00	0	60,000.00
ARK /NPT0104 /986 /506:00:10	55,555.00	0.00	0	55,555.00
ARK /NPT0104 /986A /MAINT-OPERATIONS	0.00	0.00	100,000-	100,000.00
ARK /NPT0104 /986A /502:00:02	0.00	0.00	50,000-	50,000.00
ARK /NPT0104 /986A /506:00:10	0.00	0.00	50,000-	50,000.00
Total	1,448,885.00	0.00	0	1,448,885.00

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Exercise

View the budget structure for your assigned funds center. Are the necessary commitment items checked?

View the actual budget report for your assigned sub funds center.

Using transaction FR69, transfer the amount of budget on your data sheet from the miscellaneous or construction commitment item to the spendable commitment items. Park the transfer. Your instructor will post the transfer.

After posting is complete, view the actual budget report again. Is the budget available in the spendable commitment items?

Funds Management

Chapter 4
Using Budget

As we have seen, appropriation is established for the agencies by fund, funds center, commitment item, and functional area. Commitments and expenditures must also be classified by fund, funds center, commitment item, and functional area in order to verify that we have legal permission to incur them. The transactions or processes by which we make these commitments and expenditures must be linked or "integrated" with the budget in the Funds Management Module.

Controlling Module (CO)

The controlling module contains the cost centers and WBS elements. These are linked to the functional area, fund and funds centers. The cost center or non-statistical WBS element on a transaction determines the fund and funds center combination from which AASIS will take the budget.

Example: Agency A assigns cost center 123456 to its operating fund and funds center combination.

General Ledger (GL)

The general ledger contains the master data for budget relevant account codes. Each budget relevant account code is assigned to only one specific commitment item. AASIS uses this code to determine the commitment item from which to take budget.

Example: Account 5090006000 (Office Supplies) is assigned to commitment item 502:00:02 (Operating Expenses).

Special Purpose Ledger (SPL)

The Special Purpose Ledger records transactions for each fund and ensures that each document balances by fund code. The fund, funds center, commitment item, and GL code can also be viewed in the SPL.

Materials Management (MM)

This module is where we purchase goods and services. The purchases are counted as commitments in FM. The fund/funds center/functional area combination is derived from the cost center or non-statistical WBS element entered on the purchasing document. The commitment item is derived from the suggested general ledger account code associated with the material purchased.

Example: Agency A enters a purchase order for 10 boxes of paper @ $20 per box, using cost center 123456. The available budget for the operating expenses commitment item in the operating fund/funds center/functional area combination will be reduced by a $200 commitment.

Accounts Payable (AP)

The cost center or non-statistical WBS element on the transaction derives the fund/ funds center/ functional area combination from which to take budget.

The account code derives the commitment item from which to take budget. Invoices are counted as commitments against budget.

Example: Agency A enters a direct payment invoice for a $300 electric bill, using cost center 123456. The operating fund/funds center available budget for operating expenses will be reduced by a $300 commitment.

Human Resources (HR)

Each position is assigned to a cost center, which derives the fund and funds center from which AASIS will take budget for payroll and matching expenses. Salaries and matching wage types are assigned to symbolic account codes assigned to the GL accounts which derive the commitment item. Time can also be directly charged to a cost center or WBS element on the timesheets. The cost assignment on the time sheet will override the cost assignment on the position when charging budget.

Example: Agency A's payroll for the period was $1200 for salaries and $400 for matching expenses for cost center 123456. The budget will be reduced in the operating fund/funds center combination by a $1200 expense in 501:00:00 (Regular Salaries) and a $400 expense in 501:00:03 (Personal Services Match).

FM Update

The commitments are converted to expenditures in Funds Management at the point of FM update in AASIS. This is a nightly program that updates the table values after payments have been issued.

Example: A warrant was issued for agency A's electric bill payment. The budget commitment for the operating fund's operating expenses was reduced by $300 and the expenditures were increased by the same amount. The net effect on available budget is zero.

Exercise

View the Actual Budget Report (transaction Y_DEV_80000046) for your assigned sub funds center. Note any commitments to budget. Follow along with the demonstration to view and post your assigned invoice (transaction FBV0). View the Actual Budget Report again after the posting. What are the commitments?

Funds Management

Chapter 5
Funds Reservation

Funds Reservation/Earmarked Funds

Funds Reservation can make an early claim for or "earmark" parts of the budget (e.g. for a project). To enter a funds reservation, you do not need to know the exact application of funds.

The funds reservation document creates a commitment against available budget. When the funds reservation is referenced in a follow on document (e.g. a PR, PO or Invoice), the commitment amount is relieved or "consumed" and is recommitted with the follow on document.

Entering a Funds Reservation

To enter a funds reservation, use transaction FMX1. The menu path is:

Accounting> Financial Accounting> Funds Management> Posting> Earmarked Funds> Funds Reservation> Create

1. Enter Document Type 11.

2. The current date should default.

3. Enter ARK in the company code field.

4. Enter usd in the currency field.

5. Click the fast data entry icon.

6. Enter a descriptive header text just as you would for any other document. Required line item fields are:
7. Original amount (the amount you want to reserve).
8. Commitment Item
9. Funds Center
10. Fund
11. Functional area

Other fields are optional. However, if you enter a cost object (cost center, WBS element), you must also enter a GL account. Note that if you enter a WBS element you must enter a cost center as well.

12. Click the detail line item button to continue.

The recommended business practice for funds reservations is that the "value adjustment required" indicator is set so that subsequent changes to the funds reservation must be done through the value adjustment transaction. This provides a transactional history of all changes to the funds reservation.

13. To select the value adjustment required indicator, click on the multiple selections icon under Control data.

14. Select value adjustment required by clicking the check box. Press enter or click the green check.

15. A warning message will be displayed indicating that once the indicator is set you will no longer be able to change the funds reservation manually. Click the green check on the warning message.

16. Click the fast data entry icon again to go back to the overview screen.

Note that the original amount of the funds reservation is no longer open for change. All subsequent increases or decreases to the amount of the reservation must be made through the value adjustment transaction. However, additional information such as cost object and GL can be added (just be sure the cost objects are tied to matching fm assignments).

17. Save the document.

AASIS returns a document number.

Document 3200000075 posted

Exercise

Enter a funds reservation, using your assigned fund, sub-funds center, and commitment item. View the Actual Budget report for your assigned sub funds center again after entering the funds reservation. What are the commitments?

Value Adjustment Transaction

The value adjustment required box was checked when making the funds reservation. This means that to change the value of the funds reservation you must use transaction FMXPM1, the value adjustment transaction.

Menu Path: Accounting> Financial Accounting> Funds Management> Posting> Earmarked Funds> Funds Reservation> Create Value Adjustment

1. Select Value increase or reduction in value.

2. Enter the document number or use the match code to search for it. Press the Enter key.

3. Enter the amount that you want to add or subtract from the funds reservation.

4. Enter a description.

5. Click the Save button.

AASIS returns a document number.

Value adjustment document 3200000001 001 0001 successfully saved

Other Funds Reservation Changes

To change text and other codes (other than the value) of the funds reservation, use transaction FMX2.

Menu path: Accounting> Financial Accounting> Funds Management> Posting> Earmarked Funds> Funds Reservation> Change

1. Enter the document number and click the fast entry button.

2. Make changes as desired.

Viewing the Funds Reservation

To view the funds reservation, use transaction FMX3

Menu path: Accounting> Financial Accounting> Funds Management> Posting> Earmarked Funds> Funds Reservation> Display

1. Enter the document number and click fast data entry.

2. View the document. Note that the original amount and the new total amount are displayed.

Funds Management

Chapter 6
Carry Forward

Carry Forward Process

Open Commitments AND Budget for both Purchase Order and Invoice documents may be carried forward to the next fiscal year in the following instances:

- When a fund center has carry forward authority based on specific language in the Act governing that fund center.
- When the 45 day rule is in effect (determined by DF&A Chief Fiscal Officer) and agencies provide the appropriate certification that sufficient budget and funding exist in the current year. In addition, documents must meet the eligibility requirements of the 45 day rule.

45 Day Rule

When the 45 day rule is invoked, agencies can use budgets and funds from the prior year for items that are cleared within 45 days. **Agencies will be notified if the 45 day rule is to be implemented for a particular fiscal year and of the criteria for eligible documents.**

Examples of eligibility requirements used in the past are:

GOODS RECEIPT	INVOICE	45 DAY RULE ELIGIBLE?
Purchase Order with No Goods Receipt		No
Purchase Order w partial Goods Receipt		No
Purchase Order with full Goods Receipt	No Invoice	Yes
Purchase Order with full Goods Receipt	Partial Invoice	Yes

Open Commitments for current year Purchase Order and Invoice documents not meeting the above criteria will be carried forward:

- If sufficient budget exists in the following year to cover carried forward commitments.

Commitments will NOT be carried forward in the following instances:

- Commitments associated with non-continuing fund centers.
- Commitments that were carried forward from a previous fiscal year will not be carried forward a second time.

Agencies need to review and clean up all open commitments prior to year end. A periodic review is advised to ensure that unnecessary commitments are not tying up budget. The Open Commitment Clean-up class provides detailed instructions as to the clean up process.

Funds Management

Chapter 7
Reporting

Cash vs. Accrual

The State of Arkansas operates based upon an approved balanced budget. During the year, reviews are conducted on a cash basis for the collection of revenues. In addition to review of revenues, expenditures are also evaluated on a cash basis.

Cash basis reporting recognizes revenues when received and expenditures when paid. Within AASIS, cash basis reports may be generated from the Fund Management modules and the ZWARR_DETAIL transaction.

Other AASIS reports are on the accrual basis, which recognizes revenue when earned regardless of when received and expenses when incurred, regardless of when paid.

Actual Budget Report (Transaction Y_DEV_80000046)

This report is used to determine how much budget is available by fund, funds center, and commitment item.

Menu Path: Special Transactions and Reports-State of Arkansas> Financial Accounting> Funds Management> Reporting> Budget/Actual> Actual Budget

Selecting the Report

1. Enter the fund. (You must enter either a fund or funds center.)

2. Key date must be a date within the year you are looking at.

3. Enter the funds center. (This is optional if you entered a fund.)

4. Be sure that default Year commitment item equals the fiscal year selection. FY and year commitment item must be the same.

5. Enter a commitment item if desired.

6. Agency from/CustFund is an optional field. You may enter the vendor number for your agency here.

7. The current fiscal year and periods 0 to 13 will select budget for the entire year. You may change this if you want to view a different period or range. Period 0 captures original budget loads and carry forward activities.

8. When all desired selections have been made, execute the report.

Viewing the Report

1. Click the plus signs or the expand icon to expand the report.

2. Original budgets, budget changes, commitments and expenditures and available budget are displayed.

The first column indicates the fund, funds center, sub funds center, commitment item category, and commitment item.

The Original Budget Column lists the original budget from the agency's appropriation act.

	Original B 1 USD	Blocks 1 USD
/EXPENDITURES	1,448,885.00	0.00
/EXPENDITURES	1,448,885.00	0.00
/SALARYRELATED	277,775.00	0.00
/OTHEREXPENDITURES	750,000.00	0.00
/MISCELLANEOUS	250,000.00	0.00
/590:00:44	100,000.00	0.00
/590:00:46	150,000.00	0.00
/MISCELLANEOUS	0.00	0.00

Blocks are deferments or reductions to budget. These are usually used to reduce the budget to make it equal the amount of funding.

Any other adjustments made to the budget will appear in the adjustment column.

	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD
/EXPENDITURES	1,448,885.00	0.00	0
/EXPENDITURES	1,448,885.00	0.00	0
/SALARYRELATED	277,775.00	0.00	0
/OTHEREXPENDITURES	750,000.00	0.00	0
/MISCELLANEOUS	250,000.00	0.00	100,000
/590:00:44	100,000.00	0.00	100,000
/590:00:46	150,000.00	0.00	0

	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD
/EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
/EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
/SALARYRELATED	277,775.00	0.00	0	277,775.00
/OTHEREXPENDITURES	750,000.00	0.00	0	750,000.00
/MISCELLANEOUS	250,000.00	0.00	100,000	150,000.00
/590:00:44	100,000.00	0.00	100,000	0.00
/590:00:46	150,000.00	0.00	0	150,000.00
/MISCELLANEOUS	0.00	0.00	0	0.00
/590:00:44	0.00	0.00	0	0.00
/MAINT-OPERATIONS	171,110.00	0.00	100,000-	271,110.00
/502:00:02	55,555.00	0.00	0	55,555.00
/505:00:09	60,000.00	0.00	0	60,000.00
/506:00:10	55,555.00	0.00	0	55,555.00
/MAINT-OPERATIONS	0.00	0.00	100,000-	100,000.00
/502:00:02	0.00	0.00	50,000-	50,000.00
/506:00:10	0.00	0.00	50,000-	50,000.00
	1,448,885.00	0.00	0	1,448,885.00

The Adjusted Appropriation is a calculated amount that nets Original Budget, Blocks, and Adjustments.

FM acct asst Displayed in			Commitm 1 USD
◇- ARK /NPT0104 /0900	/EXPENDITURES		11,000.00
◇└- ARK /NPT0104 /986	/EXPENDITURES		11,000.00
◇ ├+ ARK /NPT0104 /986	/SALARYRELATED		0.00
◇ ├+ ARK /NPT0104 /986	/OTHEREXPENDITURES		0.00
◇ ├- ARK /NPT0104 /986	/MISCELLANEOUS		0.00
◇ ├▸ ARK /NPT0104 /986	/590:00:44		0.00
◇ ├▸ ARK /NPT0104 /986	/590:00:46		0.00
◇ └- ARK /NPT0104 /986A	/MISCELLANEOUS		0.00
◇ └▸ ARK /NPT0104 /986A	/590:00:44		0.00
◇└- ARK /NPT0104 /986	/MAINT-OPERATIONS		11,000.00
◇ ├▸ ARK /NPT0104 /986	/502:00:02		11,000.00
◇ ├▸ ARK /NPT0104 /986	/505:00:09		0.00
◇ ├▸ ARK /NPT0104 /986	/506:00:10		0.00
◇ └- ARK /NPT0104 /986A	/MAINT-OPERATIONS		0.00
◇ ├▸ ARK /NPT0104 /986A	/502:00:02		0.00
◇ └▸ ARK /NPT0104 /986A	/506:00:10		0.00
◆▸ Total			11,000.00

Commitments are outstanding purchase requisitions, purchase orders, and invoices which have not had a payment.

The Expense column contains the budget expenditures— amounts of actual payments.

	Expense 1 USD
/EXPENDITURES	0.00
/EXPENDITURES	0.00
/SALARYRELATED	0.00
/OTHEREXPENDITURES	0.00
/MISCELLANEOUS	0.00
86 /590:00:44	0.00

FM acct asst Displayed in	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD	Available 1 USD
◇– ARK /NPT0104 /0900 /EXPENDITURES	1,448,885.00	11,000.00	0.00	1,437,885
◇└– ARK /NPT0104 /986 /EXPENDITURES	1,448,885.00	11,000.00	0.00	1,437,885

Available Budget is the net of Adjusted Appropriation, Commitments, and Expense.

Note: If the all of the columns are not visible on your screen, click the right arrow to view the next page.

Actual Budget Report Drill Down

To drill down to line items in the budget report, select the amount for which you want to view detail. Select Extras> Line Items from the blue menu bar. The line items making up the amount will be displayed.

Note: There is no line item drill down capability in the Adjustment column. To view budget changes, drill down in the Adjusted Appropriation column.

Cash Based Info System Line Item Report (ZWARR_DETAIL)

This report is used to determine the line items that make up actual expenditures. It can be used to provide required cash basis reports for grants.

This report will give you the line items that make up the expenditure totals in the Actual Budget (Y_DEV_80000046) Report.

ZWARR_DETAIL runs on a copy of the production system. Each day's transactions are updated with the last payment run. This usually occurs overnight, making the information available on ZWARR_DETAIL the next day.

Menu Path: Special Transactions and Reports-State of Arkansas> Financial Accounting>Accounts Payable> Reporting> ZWARR_DETAIL.

This report was created to provide information related to many modules' master data on a cash basis of accounting. You are able to view line item detail of expenditures by fund, funds center, cost center, WBS element, general ledger code and commitment item.

Salary and fringe benefit postings are at a summary level by cost object combinations. All other postings are listed at line item detail by vendor.

Selecting the Report

This report has many selection options for a broad view of agency operations all the way down to one transaction. The options can be selected singularly, as a range, or a multiple selection.

You must enter the business area and fiscal year. This report has many other selection options. Use the other fields to narrow the report down as desired.

The following selection will give you the total of expenditures for a commitment item in the Y_DEV_80000046:

1. Enter Agency and Fiscal Year in the Warrant selection fields. Enter the Cash date range. The cash date is the date the warrant or ACH is issued. To match to the Actual Budget Report for the current fiscal year, use the date range of July 1 of the current fiscal year to the current date.

2. Enter the commitment item, fund, and funds center in the line selection fields.

3. Execute the report.
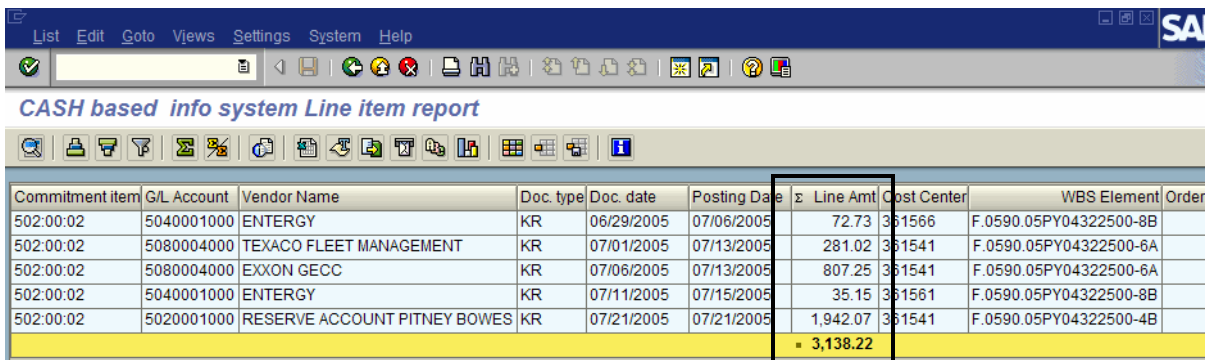
Viewing the Report

The report lists details for expenditures. You can view payment method, warrant number, fiscal year, print date, business area, payment document number, vendor number and name, source document, fund, funds center, commitment item, general ledger account, document type, document date, posting date, line amount, cost center, WBS element and internal order.
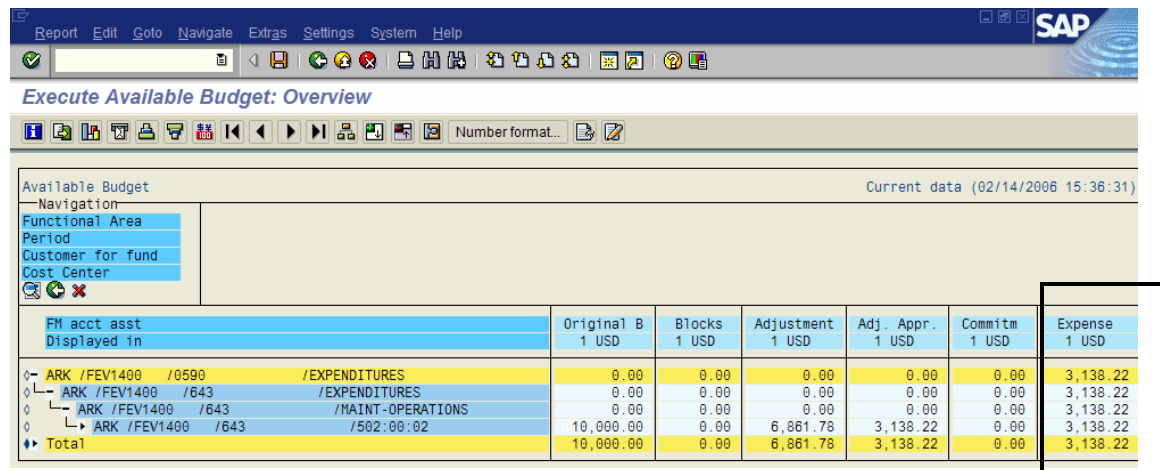
Payment method	Warrant	Fiscal Year	Print Date	Agency	Payment	Vendor	Source document	Fund	Funds Center	Commitment item	G/L Account	Vendor Name
W	610001855	2006	07/06/2005	0590	7012477055	100061983	1000786852	FEV1400	643	502:00:02	5040001000	ENTERGY
W	610013289	2006	07/13/2005	0590	7012540313	100085143	1000793439	FEV1400	643	502:00:02	5080004000	TEXACO FLEET
W	610014341	2006	07/14/2005	0590	7012542973	100006635	1000793490	FEV1400	643	502:00:02	5080004000	EXXON GECC
W	610016911	2006	07/17/2005	0590	7012546601	100061983	1000795463	FEV1400	643	502:00:02	5040001000	ENTERGY
W	610025085	2006	07/21/2005	0590	7012564797	100070574	1000800909	FEV1400	643	502:00:02	5020001000	RESERVE ACC

Commitment item	G/L Account	Vendor Name	Doc. type	Doc. date	Posting Date	Σ Line Amt	Cost Center	WBS Element	Order
502:00:02	5040001000	ENTERGY	KR	06/29/2005	07/06/2005	72.73	361566	F.0590.05PY04322500-8B	
502:00:02	5080004000	TEXACO FLEET MANAGEMENT	KR	07/01/2005	07/13/2005	281.02	361541	F.0590.05PY04322500-6A	
502:00:02	5080004000	EXXON GECC	KR	07/06/2005	07/13/2005	807.25	361541	F.0590.05PY04322500-6A	
502:00:02	5040001000	ENTERGY	KR	07/11/2005	07/15/2005	35.15	361561	F.0590.05PY04322500-8B	
502:00:02	5020001000	RESERVE ACCOUNT PITNEY BOWES	KR	07/21/2005	07/21/2005	1,942.07	361541	F.0590.05PY04322500-4B	
						▪ 3,138.22			

The line amount column indicates the expenditures for the fund/ funds center/ commitment item selected. This total should agree with the total for the same selection on the Actual Budget Report.

Available Budget   Current data (02/14/2006 15:36:31)

FM acct asst Displayed in	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD
◇– ARK /FEV1400 /0590 /EXPENDITURES	0.00	0.00	0.00	0.00	0.00	3,138.22
◇└– ARK /FEV1400 /643 /EXPENDITURES	0.00	0.00	0.00	0.00	0.00	3,138.22
◇ └– ARK /FEV1400 /643 /MAINT-OPERATIONS	0.00	0.00	0.00	0.00	0.00	3,138.22
◇ └▸ ARK /FEV1400 /643 /502:00:02	10,000.00	0.00	6,861.78	3,138.22	0.00	3,138.22
◆▸ Total	10,000.00	0.00	6,861.78	3,138.22	0.00	3,138.22

Open Commitment Items (Transaction ZCMT)

You can use the ZCMT report to view commitment line items for the budget.

Selecting the Report

Enter Transaction ZCMT in the command field. There is no menu path.

1. Enter the Fiscal Year

2. To match the line items to the commitments in the actual budget report, enter the fund, funds center and commitment item.

3. Execute the report.

Viewing the Report

The report displays line items of outstanding commitments from the Funds Management tables.

Commitment Balances

The balances of outstanding commitments by fund/funds center/commitment item for MM related documents and FI invoices plus any earmarked funds documents are equal to the commitment balances on the Y_DEV_80000046 report.

Appropriation Manual (Y_DEV_80000029)

Menu Path: Special Transactions and Reports-State of Arkansas> Financial Accounting> Funds Management> Reporting> Budget/ > Appropriation Manual (Office of Budget Use)

Selecting the Report

1. Enter the fund. (You must enter either a fund or funds center.)

2. Enter the funds center. (This is optional if you entered a fund.)

3. Be sure that default Year commitment item equals the fiscal year selection.

4. Enter a commitment item if desired.

5. Agency from/CustFund is an optional field. You may enter the vendor number for your agency here.

6. Enter the fiscal year range that you wish to view.

7. Execute the report.

Viewing the Report

The report is displayed with the total appropriation for the fund/funds center and fiscal year combination selected. There is a navigation box at the left center of the screen. You can use the lines on the navigation box to display appropriation by fund, funds center, commitment item, and budget type.

Click Fund in the navigation box. The diamond next to the customer for fund field will be highlighted. Click your mouse on the highlighted diamond.

The Customer for Fund Code moves to the center of the screen and the report is displayed by fund. Click Funds center from the navigation bar to continue.

The diamond next to the fund field will be highlighted. Click your mouse on the highlighted diamond.

Click here

The Fund Code moves to the center of the screen and the report is displayed by funds center. Click Commitment Item from the navigation bar to continue.

Click here

There are now two highlighted diamonds, one for the superior funds center and one for the funds center code. It doesn't matter which one you select because you'll be able to navigate between them on the next screen. Click your mouse on the highlighted diamond for the funds center code.

Click here

The funds center now moves to the middle of the screen and the commitment item total categories are displayed. To toggle between the funds center and superior funds center, click the up and down arrows next to the Funds center box.

The selection was changed from the funds center to the superior funds center. Toggle back to the funds center to view budget.

Note that the budget amounts are zero for the commitment categories. The totals for the commitment items can be seen by drilling down into the categories. Click the expand button to drill down.

The Commitment Item totals are displayed.

Report Edit Goto Navigate Extras Settings System Help

Execute Appropriation Manual (Agency/Fund/FC): Overview

Number format...

Appropriation Manual (Agency/Fund/FC)   Current data (02/15/2006 09:13:50)

Report: ZFM-BIEN-BU2   AASIS   Page: 1
                                       Appropriation Manual   Output data 02/15/2006   09:13

Navigation
Budget type   Σ Customer for fund ▲ ▼ ⊕ 998090000 STATE AGEN
                   Σ Fund   ▲ ▼ ⊕ ARK /NPT0104 PT-Sweep
                   Σ Funds center   ▲ ▼ ⊕ ARK /986   Parks Treas Paying

		Year 2006		Year 2006	
Commitment item		Original Appropriati	Adjusted Appropriati	Original Appropriati	Adjusted Appropriat
◇– ARK /EXPENDITURES	EXPENDITURES	0.00	0.00	0.00	0.00
◇├– ARK /SALARYRELATED	1SALARYRELATED	0.00	0.00	0.00	0.00
◇├► ARK /501:00:00	Regular Salaries	55,555.00	55,555.00	55,555.00	55,555.00
◇├► ARK /501:00:01	Extra Help	55,555.00	55,555.00	55,555.00	55,555.00
◇├► ARK /501:00:03	Personal Serv Match	55,555.00	55,555.00	55,555.00	55,555.00
◇├► ARK /501:00:06	Overtime	55,555.00	55,555.00	55,555.00	55,555.00
◇└► ARK /501:00:07	Supp Emerg Positions	55,555.00	55,555.00	55,555.00	55,555.00
◇├– ARK /OTHEREXPENDITURES	3OTHEREXPENDITURES	0.00	0.00	0.00	0.00
◇├► ARK /509:00:05	Char 05-Don't Asg GL	500,000.00	500,000.00	500,000.00	500,000.00
◇└► ARK /512:00:32	Special Maintenance	250,000.00	250,000.00	250,000.00	250,000.00
◇├– ARK /MISCELLANEOUS	4MISCELLANEOUS	0.00	0.00	0.00	0.00
◇├► ARK /590:00:44	Char 44-Don't Asg GL	100,000.00	100,000.00	100,000.00	100,000.00
◇└► ARK /590:00:46	Char 46-Don't Asg GL	150,000.00	150,000.00	150,000.00	150,000.00
◇└– ARK /MAINT-OPERATIONS	2MAINT-OPERATIONS	0.00	0.00	0.00	0.00
◇├► ARK /502:00:02	Operating Expenses	55,555.00	55,555.00	55,555.00	55,555.00
◇├► ARK /505:00:09	Travel-Conferences	60,000.00	60,000.00	60,000.00	60,000.00
◇└► ARK /506:00:10	Prof. Fees & Serv.	55,555.00	55,555.00	55,555.00	55,555.00
◆▶ Total		1,448,885.00	1,448,885.00	1,448,885.00	1,448,885.00

The remaining selection is budget type. Click budget type to continue.

Click here

Navigation
Budget type   Σ Customer for fund ▲ ▼ ⊕ 998090000 STATE AGEN
                   Σ Fund   ▲ ▼ ⊕ ARK /NPT0104 PT-Sweep
                   Σ Funds center   ▲ ▼ ⊕ ARK /986   Parks

Navigation
Budget type   Σ Customer for fund ▲ ▼ ⊕ 99809000
                   Σ Fund   ▲ ▼ ⊕ ARK /NPT
                   Σ Funds center   ▲ ▼ ⊕ ARK /986

Commitment item

◇– ARK /EXPENDITURES   EXPENDITURES
◇├– ARK /SALARYRELATED   1SALARYRELATED
◇├► ARK /501:00:00   Regular Salaries
◇├► ARK /501:00:01   Extra Help
◇├► ARK /501:00:03   Personal Serv Match
◇└► ARK /501:00:06   Overtime
◇├– ARK /OTHEREXPENDITURES   3OTHEREXPENDITURES
◇├► ARK /509:00:05   Char 05-Don't Asg GL
◇├► ARK /509:00:17   Resale-(COGS)
◇└► ARK /513:00:18   Contingency-Educ.
◇├– ARK /MISCELLANEOUS   4MISCELLANEOUS
◇├► ARK /590:00:25   Char 25-Don't Asg GL
◇└► ARK /590:00:43   Char 43-Don't Asg GL
◇├– ARK /MAINT-OPERATIONS   2MAINT-OPERATIONS
◇├► ARK /502:00:02   Operating Expenses
◇├► ARK /505:00:09   Travel-Conferences
◇├► ARK /506:00:10   Prof. Fees & Serv.
◇└► ARK /512:00:11   Capital Outlay
◇└– ARK /DEBTSERVICE   5DEBTSERVICE
◇└► ARK /512:00:19   Debt Service
◆▶ Total

Click on a highlighted diamond next to one of the commitment items to continue.

Budget types are displayed for the selected commitment item.

Click here	⊠ Customer for fund ▲ ▼ 🔍 998090000 STATE AGEN
	⊠ Fund ▲ ▼ 🔍 ARK /NPT0104 PT-Sweep
	⊠ Funds enter ▲ ▼ 🔍 ARK /986 Treasury Cash
🖥️🔄❌	⊠ Commitment item ▲ ▼ 🔍 ARK /509:00:05 Char 05-Don't Asg GL

Budget type	Year 2005		Year 2006	
	Original Appropriatio	Adjusted Appropriatio	Original Appropriatio	Adjusted Appropriatio
◊Budget Carryforward	0.00	153,619.00-	0.00	0.00
◊Budget Carryforward	0.00	153,619.00	0.00	153,619.00
◊Original Budget	153,619.00	153,619.00	0.00	0.00
◊Transfers (receivers)	0.00	80,382.00	0.00	0.00
◊Transfers (senders)	0.00	0.00	0.00	0.00
♦Total	153,619.00	234,001.00	0.00	153,619.00

To toggle between commitment items, click the arrows next to the commitment item selection.

Cost Center Account Assignment (ZFM1)

Use this report to determine which cost centers are assigned to a fund and funds center, or to determine which fund and funds center a cost center is assigned to.

Menu path:

Special Transactions and Reports State of Arkansas> Financial Accounting> Funds Management> Reporting> Cost Center Account Assignment

Selecting the Report

The company code, ARK should default.

Enter the Business Area. This is a required field.

If searching by cost center, enter the cost center in the cost center field.

If searching by fund or funds center, make the entry in those fields.

Make a selection in the Functional Area field if desired.

Leave the Fiscal Year Begin Date field blank.

Execute the report.

The selection show below will return a list of cost centers assigned to the fund selected.

The report is displayed.

Enter a cost center in the selection screen to display the fund/ funds center assignment of the cost center.

The report is displayed.

Blank Assignment

When a cost center or non statistical WBS element is created, it has a blank fund/funds center/functional area assignment until an assignment is made by DFA Office of Budget. Searching for a cost center with a blank assignment on ZFM1 or a WBS Element with a blank assignment on ZFM2 will result in the error message "No Object Selected". If you get this message you should contact DFA Office of Budget concerning the assignment for your cost center or WBS element.

WBS Element Account Assignment (ZFM2)

Use this report to determine which WBS elements are assigned to a fund and funds center, or to determine which fund and funds center a WBS element is assigned to.

Menu path:

Special Transactions and Reports State of Arkansas> Financial Accounting> Funds Management> Reporting> WBS Element Account Assignment

Selecting the Report

Enter the Business Area.

If searching by WBS element, enter the WBS element in the WBS element field.

If searching by fund or funds center, make the entry in those fields.

Make a selection in the Functional Area field if desired.

Leave the FM Assign Date field blank.

Execute the report.

The selection shown below will return a list of WBS elements assigned to the fund entered.

The report is displayed:

Enter the WBS element in the selection screen to display the funds/ funds center assignment of the WBS element.

The report is displayed.

WBS FM Account Assignment

WBS FM Account Assignment

WBS Element	Description	Business Area	Fund	Funds Ctr	Functional Area	Stat ID	Valid from	FM Assgn Date	Fund Ctr Description
C.0900.16-501016004500	02004, Devil's Den Water	0900	SPT6000	500C	REC		07/01/2003	12/27/2003	Acts 214 (2(A-C)), 2103 of 05

Payroll Posting Report (ZPP_FI_REPORT)

This report was originally designed to show financial postings for payroll. Since the report will also display financial posting simulations, it is possible to use the report to estimate how much budget will be consumed by the next payroll.

Enter the transaction code in the command field. A selection screen will be displayed.

1. Enter the number of the posting run if you know it.

2. Enter Posting run status 31 (Documents created).

3. Click the Simulation run check box.

4. Enter the Business Area.

5. Narrow down by Fund, Funds Center or Commitment Item if desired.

6. Select a date range for the week that the payroll is being run.

7. Execute the report.

8. If you did not select by run number, click the filter icon when the report displays to filter to the latest run.

9. Choose "Number of Posting Run" from the Column set list and use the left-facing arrow to move it to the Filter criteria list. Click the green check.
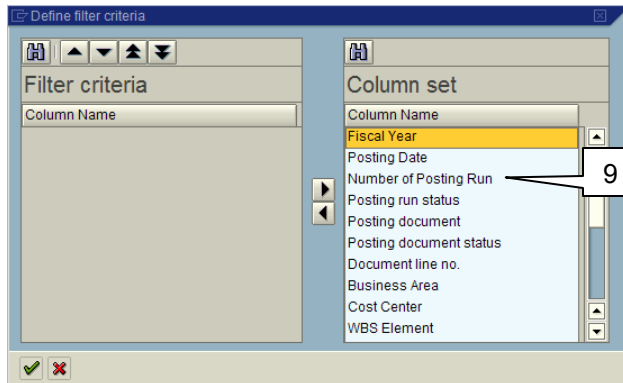
10. Click the match code to get a list of the run numbers in the report. Select the highest number.
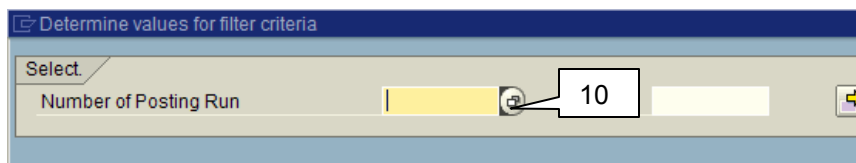
11. Click the green check to filter the report.
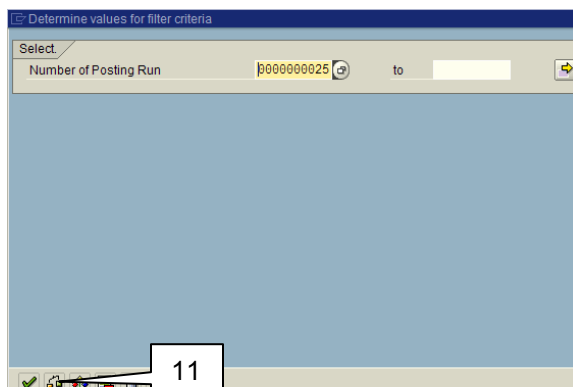
The report is now filtered for the latest simulation only. You'll need to subtotal it by fund, funds center, and commitment item to compare to your available budget.

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12. To set up the total, click on the column header for Amount (the column will be highlighted) and click the total button.

13. To set up the subtotals, click the layout button.

14. Click the sort order tab.
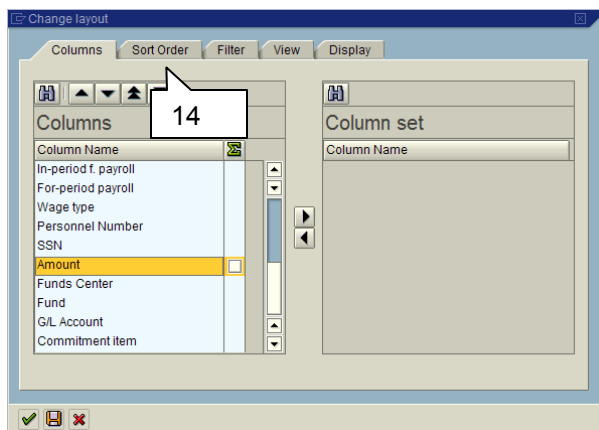
15. Hold down the control key and select Funds Center, Fund, and Commitment Item from the column set list.

16. Click the left facing arrow to move these items to the Sort criteria/ Subtotals column.
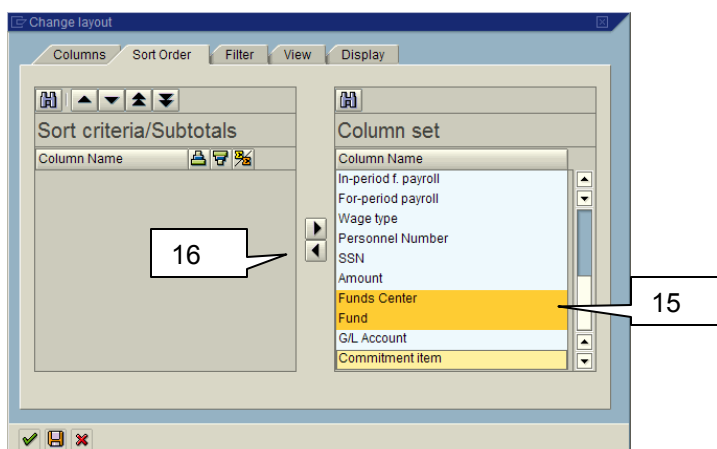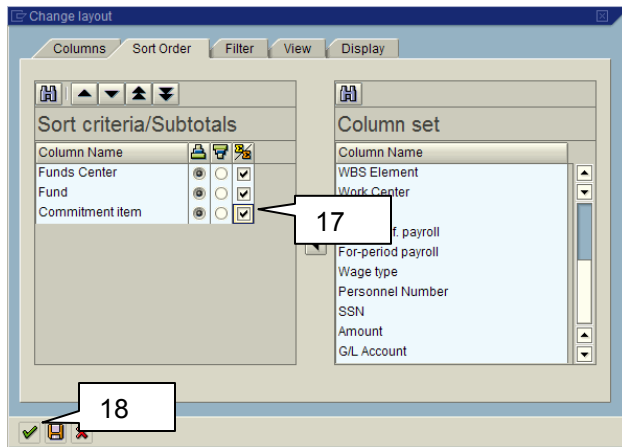
17. Click the subtotal boxes for each item.

18. Click the green check to copy the selections to the report.

You can use the totals by fund, funds center and commitment item to estimate your budget needs. Remember that this is a simulation and the amounts may change before the payroll is actually posted.

Compare the totals from this report to the available budget in the Actual Budget Report.

Chapter 8 Changing the Cost Center Plan

In Chapter 8, you will learn how to enter and view a plan in the Controlling Module.

The final budget that your agency has in PBAS will be loaded into the AASIS Controlling Module as a plan. The plan can be viewed in the Cost Center Plan vs. Actual Reports. The exception to this is miscellaneous commitment items.

Miscellaneous commitment items are not loaded into AASIS from PBAS. It is recommended that the agency enter a plan for these commitment items after they have been converted to spendable commitment items.

If changes are made to the agency's budgets after PBAS data is loaded, the changes are not automatically entered into AASIS. These changes also have to be entered manually.

Setting the Profile

To change a plan in AASIS, the first step is to set the planner profile. The transaction code is KP04. The menu path is:

Accounting> Controlling> Cost Center Accounting> Planning> Set Planner Profile

Enter or select ARK as the planner profile and press enter or click the green check. You will be taken back to the AASIS Easy Access Menu screen.
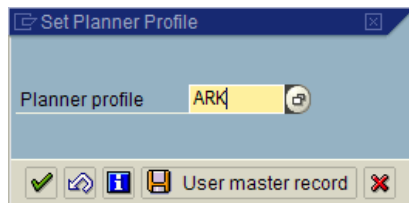
Entering the Plan

The next step in planning is to enter the changes. The transaction code is KP06. The menu path is:

Accounting> Controlling> Cost Center Accounting> Planning> Cost and Activity Inputs> Change

Enter ARK as the controlling area if prompted to do so.

Chapter 8 Changing the Cost Center Plan

1. Select Version 0 (zero).

2. Enter the to and from periods and fiscal year for which you are planning.

3. Enter a cost center, cost center range, or cost center group.

4. Enter a cost element, cost element range, or cost element group.

5. The "Free" entry radio button should be selected.

6. To enter the plan in total, click the overview button.

7. Enter the Cost element numbers for which you want to plan. The text for the cost elements will populate after you press enter.

8. Enter the planned amounts for each cost element.

9. Click the period button to view the plan by period.

Chapter 8 Changing the Cost Center Plan

The plan is displayed by period. You can change the planned amounts in any period and the total will automatically be adjusted.

10. Click the up or down buttons to view the next cost element.

11. Click the Save button. AASIS will return the message that the data has been posted.

Funds Management

Chapter 8 Changing the Cost Center Plan

Viewing the Plan

You can view the plan in the Cost Center Actual/ Plan/ Variance report. The menu path is:

Accounting> Controlling> Cost Center Accounting> Information System> Reports for Cost Center Accounting> Plan Actual Comparisons> Cost Centers Actual/ Plan/ Variance (Transaction code S_ALR_87013611)

1. The controlling area is always ARK.

2. Enter the fiscal year and periods that you wish to view.

3. Plan version should be zero.

4. Enter the cost center, cost center range or cost center group that you wish to view.

5. Enter the cost element, cost element range, or cost element group, or leave these fields blank to display them all.

6. Click the execute button.

Chapter 8 Changing the Cost Center Plan

The plan will be displayed and compared to actual costs reported by the system.

Exercise

Enter a plan for your assigned funds center using your assigned GL codes. View the plan in the cost center plan/ actual/ variance report.

Chapter 9 Problem Solving

In chapter 9 you will learn how to use the FM transactions and reports in your daily business practices, such as those illustrated in the following scenarios.

Do We Have Enough Budget to Order This?

Scenario: You have been asked to order educational supplies for your agency, but you aren't sure if you have enough budget to cover the purchase order.

Solution: You can look in the Actual Budget Report (Y_DEV_80000046) to determine the available budget. You can select the report by fund, funds center, and commitment item. If the amount in the Available Budget column is equal to or greater than the total cost of the supplies (including tax and shipping) you can go ahead and order them.

Question: How do I know what commitment item to look up?

Solution: Use the Assign CI to GL Account report (S_KI4_380000036). You can look up the GL code by long text and run the report to find the commitment item.

We Need to Clean Up Commitments at the End of the Fiscal Year

Scenario: If your commitments carry over into the new FY, they will hold a large portion of your new FY budget, or you need to free up some budget to pay end-of-year expenses.

Solution: It's best not to wait until the end of the FY to clean up your commitments. You can run the Open Commitment Report (ZCMT) at any time to find the line items for your budget commitments. You will be looking for a purchase requisition that will not be fully converted to a purchase order, a purchase order that will not have full goods receipt, or an invoice that has been paid by FB60 that should have been paid by MIRO. These are commitments that can be relieved to free up available budget. See the Purchase Order Cleanup courseware for further information.

Will We Have Enough Budget to Cover Payroll?

Scenario: You want to be sure that your payroll will not be held up for lack of budget.

Solution: Estimate your payroll by fund, funds center, and commitment item. (See the Reporting chapter for tips on how to do this.) Compare the available budget from the Actual Budget Report to the totals.

How Can I Find a List of Payments to a Vendor?

Scenario: You got a bill from a vendor, but you remember paying it earlier. You need to know whether or not the warrant was issued and cashed.

Chapter 9 Problem Solving

Solution: Use the ZWARR_DETAIL report to get a list of payments by vendor. It will give you the warrant numbers and tell you whether or not the warrants have been cashed.

Why Don't the Expenses on the Trial Balance for My Fund Equal the Expenditures on the Actual Budget Report?

Scenario: You are trying to reconcile the Trial Balance with the Actual Budget Report.

Solution: There is a timing difference between the recognition of expenses on the accrual basis (Trial Balance) and the cash basis (Actual Budget Report). For example, the Trial Balance counts expenses at the point of goods receipt, while the Actual Budget Report doesn't count expenditures until paid. With transactions being performed constantly in the system, the two reports rarely match.